



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, March 20, 2023 at 6:00 p.m.**

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** None

**Staff Members Present:** Don Turner Jr., Town Manager; John Bartlett, HR and Operations Director; Brittany Tradup, Executive Assistant to the Town Manager; Michaela Foody, Public Safety Director; Sean McCann, Rescue Chief; Amber N. Baker, Finance Director; Lisa Schaeffler, Public Works Director (remote); Thomas Elwood, Water/Wastewater Superintendent (remote)

**Others Present:** Shannon Gunderson, Milton Independent (remote); Richard Saunders; Patrick Smart, MSK Engineers; David Cobb; Diane Barrows (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:07 p.m.

**II. Flag Salute**

D. Adams led the attendees in the Pledge of Allegiance.

**III. Agenda Review**

No changes.

**IV. Public Forum**

None.

**V. Consent Agenda**

- **Approval of Selectboard Meeting Minutes of 03/06/2023**
- **Approval of Selectboard Special Meeting Minutes of 03/09/2023**
- **Approval of Warrant #20**

**Motion made by C. Taylor to approve the Consent Agenda, with a second by B. Steady. Motion approved unanimously.**

**VI. John FitzGerald Letter of Appreciation**

*Don Turner, Jr., Town Manager*

D. Turner read the following letter of appreciation addressed to John FitzGerald out loud:

Dear John,

The Selectboard would like to thank you for your service to the Town as a Selectboard Member. The Board wishes to express its gratitude for your dedication to the Town and for the many hours you have given, working on behalf of Milton's residents. The Board will commemorate your service by adding a plate bearing your name to the Selectboard service plaque.

Thank you,

Milton Selectboard

**Motion made by M. Morgan to approve the letter of appreciation from the Town to John FitzGerald and signed by the Selectboard, with a second by C. Taylor. Motion approved unanimously.**

## **VII. Tax Sale Resolution**

*John Gifford, Town Treasurer*

J. Gifford provided background on the tax sale process and presented the following resolution. He responded to questions from the Selectboard about the process.

### **2023 Tax Sale**

WHEREAS, the Milton Selectboard recognizes a need for the Town Manager, or his agent, acting as the Delinquent Tax Collector for the Town of Milton to pursue collection of delinquent real estate taxes through the 2022-23 fiscal year through tax sale; and

WHEREAS, the Selectboard further recognizes that such action may be necessary on a case-by-case basis.

NOW, THEREFORE BE IT RESOLVED: the Milton Selectboard hereby authorizes the following:

The Town Manager, Donald Turner, may engage the Town Attorney to prepare for and to conduct tax sales pursuant to Title 32 V.S.A., Chapter 133 for the purpose of collecting delinquent real estate taxes as provided under subchapter 9 of Title 32 V.S.A., Chapter 133;

The Town Manager, Donald Turner, may take tax sale action, pursuant to Title 32 V.S.A., Chapter 133, subsections 5258 and 5259, and in the same manner as provided by law under subchapter 9 of Title 32 V.S.A., Chapter 133, on a case-by-case basis for and on behalf of the Town of Milton;

The Tax Sale shall not include properties where the amount owed is less than \$500 in more than one fiscal year or less than \$5,000 in any single year. Also, any parcel where an agreement was reached for the last tax sale and the taxpayer failed to comply with said agreement will be included in this tax sale unless paid earlier.

The Town Manager, and/or his agent, acting as the Delinquent Tax Collector, is authorized to sign necessary document related to the tax sale and disposal of such property.

The Town Manager, and/or his agent, acting as the Delinquent Tax Collector, shall cause the names and amounts of delinquent tax accounts, as of December 31, 2023 to be included in the 2024 Town Annual Report.

**Motion made by M. Morgan to sign the resolution as presented by the Town Treasurer John Gifford on the 2023 Tax Sale, with a second by B. Steady. Motion approved unanimously.**

## **VIII. ACH Auto Debit Implementation Plan**

*John Gifford, Town Treasurer; Amber N. Baker, Finance Director*

J. Gifford and A. Baker presented information on this item as provided in the following memo. D. Turner provided some additional information.

To: Milton Selectboard

Date: 03/17/2023

From: John Gifford, Town Treasurer

Re: Information about Auto Pay or Direct Debit payment for Utility Bills

We are initiating the process of withdrawing money from customers' checking accounts for Utility bills. This is something that citizens have asked for, and we are working to deliver on those requests. Part of this capability is a function of the new bank. We will use the Account Clearing House (ACH), Direct Debit process – not the wire transfer process.

We are going to start with water bills, and after that is up and running, we plan to do the same with property taxes in August (this will be for the three installments).

In the April water bills, we will send a "Sign Up" (enrollment authorization) sheet. We have a draft of this sheet and will have it reviewed by the attorney before sending to users. Other forms being reviewed are a "Termination request form" and an "Account update request form" (for changes other than enrollment or termination, such as a change in bank account information).

Customers will need to pay their April bill in the current "Normal" manner. The new process will be up and running town-wide for the July bill.

How are we testing the system? For the April bill, we are going to ask the staff, including Board members, if they want to participate as test users of the system. We think we have about twenty accounts, including my own.

The enrollment sheet will require a voided check to ensure we have the correct routing and account numbers, as well as the name on the account and what type of account it is (Checking or Savings). We need the paper copies of these documents to be mailed (snail mail), placed in the drop box or handed to the Assistant Treasurer.

We will "Pre-Note" a dollar from the account before the bill is due to ensure we have the right bank account and utility account. No one loses that dollar; it will be a credit to their utility account. Our plan is for this to be in place for the initial participants for the July billing cycle with the money withdrawn from their account the day before the due date (ACH required a day to process). These accounts will be paid on the due date. We plan to mail the bills as normal and to remind participating customers mid-month by e-mail about the upcoming withdrawal.

There are a few questions remaining. For example, if someone doesn't have the money in their account, they will be delinquent, and this will be handled like a bounced check. Right now, there is a \$20 fee for a bounced check. We need to revisit that amount.

**IX. Re-Appoint Erik Breiland as Northwest FiberWorx Primary Representative**

*Don Turner, Jr., Town Manager*

D. Turner explained that, although Erik Breiland was not present, he has expressed interest in continuing on as the primary representative for the Town.

**Motion made by M. Morgan to reappoint Erik Breiland as the Northwest FiberWorx primary representative for the Town, with a second by B. Steady. Motion approved unanimously.**

**X. Post #57 American Legion Property**

*Don Turner, Jr., Town Manager*

D. Turner presented background information and history on this item. David Cobb provided further information.

**Motion made by C. Taylor to approve the release of any right, title or interest the Town may have in and to the property known as 2 Legion Road, owned by the American Legion, Department of Vermont, by Quitclaim Deed and to authorize the Town Manager to execute the Notice of Sale of Municipal Real Estate associated with the conveyance and the Quitclaim Deed if no petition is submitted within 30 days in response to the posting and publishing of the Notice of Sale, with a second by M. Morgan. Motion approved unanimously.**

## **XI. Medic Intercept Agreements**

*Sean McCann, Rescue Chief*

S. McCann presented background on this agenda item, as per the following resolution. He also provided current statistics for the rescue department and answered questions from the Selectboard.

### **Support of Paramedic Intercept Resolution**

WHEREAS, prehospital paramedic level care is available to the people of Vermont through multiple emergency medical service (EMS) providers in Chittenden County and throughout the state; and

WHEREAS, Milton Rescue is licensed as an Advanced Life Support ambulance service at the Paramedic level; and

WHEREAS, as a Paramedic licensed agency we are allowed to, and encouraged, by the district and medical direction to participate in Paramedic Intercepts with our mutual aid ambulance services; and

WHEREAS, these Paramedic Intercepts allow Milton Rescue to respond to the requests from another EMS agency for a paramedic providing for a greater level of care, assessment, interventions, medications not allowed by a non-paramedic licensed agency; and

WHEREAS, Milton Rescue is requesting the Milton Select Board to authorize a Paramedic Intercept Fee of \$250.00 for the service of Paramedic Intercepts; and

WHEREAS, Milton Rescue will bill the transporting ambulance agency at a rate of \$250 per intercept to recover the cost of service rendered; and

WHEREAS, the Milton Rescue Department is requesting permission to enter into contractual obligations with surrounding EMS agencies to provide this service at the Paramedic Intercept Fee rate; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Milton Select Board that the Town of Milton, Vermont adopts the Paramedic Intercept Fee of \$250.00 to be billed by the Milton Rescue Department to ambulance agencies for the service of Paramedic Intercepts provided by Milton Rescue.

FURTHER, BE IT RESOLVED by the Town of Milton Select Board that the Town of Milton, Vermont authorizes the Rescue Department Chief to execute the necessary agreements with area ambulance agencies for Milton Rescue to provide Paramedic Intercepts.

**Motion made by M. Morgan to adopt the Paramedic Intercept Fee of \$250.00 to be billed by the Milton Rescue Department to ambulance agencies for the service of Paramedic Intercepts provided by Milton and to authorize the Rescue Department Chief to execute the necessary**

**agreements with area ambulance agencies for Milton Rescue to provide Paramedic Intercepts. Second by C. Taylor. Motion approved unanimously.**

## **XII. AED CIP Purchase Resolution**

*Michaela Foody, Public Safety Director*

M. Foody introduced this item by discussing the history of the Town purchasing Automated External Defibrillators (AEDs) to place in public spaces and in police and fire department vehicles. She presented the following resolution.

### **Authorization to Purchase Automated External Defibrillators (AEDs)**

WHEREAS, the Town of Milton has public access defibrillators, first responder defibrillators, and defibrillators located in municipal workspaces and vehicles, as part of the Town's HeartSafe Community designation; and

WHEREAS, the Rescue Department currently manages the seven (7) defibrillators, or AEDs, located in the Municipal Building, the Fieldhouse, Police cruisers, and Fire trucks and seeks authorization to continue the project by purchasing four (4) more to be assigned to the following locations: one (1) new AED each for the Wastewater Plant, Water Department vehicle, Highway Garage, Highway Department vehicle; and one (1) replacement for an expired AED formerly assigned to PD cruisers; and

WHEREAS, there is a total of \$30,000.00 in the FY23 Capital Improvement Plan allocated to the defibrillator project, funded by the Fire and Rescue  $\frac{3}{4}$  Cent Fund; and

WHEREAS, the following is a list of vendors and their prices for the Zoll AED Plus package, which includes the AED, batteries, electrode pads, and a case: Reynolds and Son, being the local Zoll distributor, has been identified as the lowest vendor;

<b>Vendor</b>	Penn Care	AED.com	AEDsuperstore	Reynolds and Son
<b>Price Per AED</b>	\$1,999.00	\$1,799.00	\$1,799.00	\$1,490.98

WHEREAS, the following is a list of additional equipment to be purchased that will facilitate the use of the AEDs:

<b>Item</b>	<b>Vendor</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Cost</b>
Wall Mount	AED.com	\$66.00	2	<b>\$ 132.00</b>
Wall Signage	AED.com	\$7.99	2	<b>\$ 15.98</b>
Replacement Batteries	Amazon	\$40.00	5	<b>\$ 200.00</b>
Replacement AED Pads	Zoll Medical Corp.	\$192.00	8	<b>\$ 1,536.00</b>
Zoll AED Plus	Reynolds and Son	\$1,490.98	5	<b>\$ 7,454.92</b>
			<b>Total Cost:</b>	<b>\$ 9,338.90</b>

NOW, THEREFORE, BE IT RESOLVED by the Town of Milton Selectboard that the Public Safety Director, or designee, is authorized to purchase the above listed defibrillator equipment, not to exceed a total cost of \$30,000.00.

**Motion made by M. Morgan to authorize the Public Safety Director, or designee, to purchase the above listed defibrillator equipment, not to exceed a total cost of \$30,000.00, with a second by C. Taylor. Motion approved unanimously.**

## **XIII. Lead Service Study**

*Patrick Smart, MSK Engineers; Lisa Schaeffler, Public Works Director;*

*Tom Elwood, Water/Wastewater Superintendent; Don Turner, Jr., Town Manager*

P. Smart provided background information on this agenda item and responded to questions from the Selectboard regarding the contract and the process. D. Turner provided additional explanation on the funding.

**Motion made by C. Taylor to enter into a contract with MSK Engineers for the amount of \$298,000 and to submit the application for the Vermont Drinking Water State Revolving Fund (DWSRF) Service Line Inventory Loan through the Vermont Department of Environmental Conservation (DEC) for the same amount of \$298,000. Second by M. Morgan. Motion approved unanimously.**

#### **XIV. VLCT PACIF Equipment Grant**

*John Bartlett, HR and Operations Director*

J. Bartlett presented this item as per the following memo:

To: Milton Selectboard  
Date: March 20, 2023  
From: John Bartlett, Human Resources & Operations Director  
CC: Don Turner, Town Manager  
Re: 2023 VLCT PACIF Equipment Grant

The Town of Milton has been awarded a 2023 Vermont League of Cities & Towns (VLCT) PACIF Equipment grant.

This \$7,500 grant will fund 90% of the cost to replace and upgrade the security cameras and DVR recording systems for the fire and rescue buildings.

Our existing system was purchased approximately 2006 and is no longer functional. The updated system will help heighten security measures and also provide footage to follow up with any potential future security incidents. Footage can also support insurance claims if it shows damage to property, vehicles, personnel and/or third parties.

The estimated cost of the project follows:

1. VLCT PACIF Equipment Grant: \$7,500
2. Balance of quoted cost for labor and materials: \$894.34
3. Total Project Cost: \$8,394.34

The grant funding is during the second half of FY23 and work must be completed prior to 7/1/2023. I anticipate the work to be performed in April or May, 2023.

I respectfully request the Selectboard to authorize me to accept this grant. A copy of the Grant Approval letter and a Select Board Resolution is attached.

He then presented the following resolution:

#### **Buildings & Grounds**

#### **VLCT PACIF Safety Grant- Fire and Rescue DVR & Camera Upgrades**

WHEREAS, the Town of Milton Buildings & Grounds department applied for a Vermont League of Cities and Towns PACIF safety grant in January 2023, to assist in funding approximately 90% of the cost to replace and upgrade the security cameras and DVR systems for the Town fire and rescue buildings; and,

WHEREAS, Operations Director John Bartlett was notified of being awarded the grant on January 6, 2023; and,

WHEREAS, the estimated cost of the project is,

Grant Share: \$7,500  
Local Share: \$894.34  
Total Estimated Cost: \$8,394.34; and,

WHEREAS, the Town's \$894.34 share will be paid out of available and budgeted funds from an FY23 Buildings and Ground GL account; and,

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that the Town Manager, or his designee, is authorized to accept the Vermont League of Cities and Towns PACIF safety grant in the amount of \$7,500.00.

**Motion made by M. Morgan to authorize the Town Manager, or his designee, to accept the Vermont League of Cities and Towns PACIF safety grant in the amount of \$7500 and to expend \$894.34 of our own local share money, with a second by B. Steady. Motion approved unanimously.**

#### **XV. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

- The Town sent out an email postponing the use of the fields until April 15.
- Storm last week was costly in equipment. Two highway trucks: 1) Starter and electrical components burned up and 2) on the new truck, a bolt broke on the lower part of the wing causing damage. The Town is submitting these to insurance and the trucks are back in service. We also had a flashing beacon damaged by a sidewalk plow.
- Rescue has been busy. They recently had 23 calls in a 2.5 day period.
- Police Department has been very busy; though the officers who were out on injury (non-work related) are returning to work within the next week or so.
- Turner will be meeting with Hunting Ridge HOA tomorrow regarding stormwater. They are asking the Town to be co-permittees.
- Corey has been working with Lisa and the team on the creation of a stormwater utility.
- New police cruiser coming in a week or two. There's one for next year's budget also that is \$8000 more than budgeted.
- The new ambulance is out of service because of an electrical issue (warranty issue).
- At the April 17 meeting, there will be a resolution in honor of Bill Orr for his work on the Memorial Day service.
- For the Kienle Rd. Subdivision: The Town has received the initial sketch plan approval; working toward a final.
- Turner sent a depiction of the Creamery to the Selectboard. The next stage is to do a materials assessment and then demolition.
- New public works facility: getting a lot closer on the price with modifications that have been made to the plans. The Town is still waiting on two components for the Act 250 permit.
- The Town is waiting on the final MOU between Sterling Construction and the Town.
- Grange: Everything is going well. Turner thanked volunteers for helping cleaning up. Turner is getting additional quotes on drywall work. The electrician is wrapping up. Plumbers are working. The Town plans to reopen the building on June 1, based on the planned delivery of the lift.

#### **XVI. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 7:45 p.m., with a second by C. Taylor.**  
**Motion approved unanimously.**  
**Meeting adjourned by D. Adams.**

All documents pertaining to this meeting may be viewed using the following link:  
<https://miltonvt.box.com/s/mv24grff5djd6l7sf6rdhvuwiw274pa4>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/9nfkhmm7ga6mxse81sbyzcdzpnz55mmp>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

\_\_\_\_\_  
Brenda Steady, Clerk

Date: \_\_\_\_\_

Filed with the Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST: \_\_\_\_\_, Milton Town Clerk